

Candidates for County Mayor, Board of County Commissioners, and Community Council



Mandatory Campaign Finance Report Electronic Filing Requirements

Pursuant to Ordinance 00-72, beginning with the 2002 election cycle, all candidates for Mayor, Board of County Commissioners, and Community Council will be required to file campaign treasurer reports on diskette. This policy will give the public easier access to campaign finance information by facilitating the timely posting of such information on the Internet. Campaign finance information will be available on our webpage at: <http://elections.miamidade.gov>.

The Miami-Dade Elections Department has developed three options for candidates to file their reports on diskette. The first two methods will be provided to the candidate by the Miami-Dade Elections Department.

- ◆ Option 1: a template for use with Microsoft Access. This can only be used if the candidate has Microsoft Access software.
- ◆ Option 2: OmniForm template and does not require a separate software package.
- ◆ Option 3: Electronic filing software that meets the specifications established by the Division of Elections which can be purchased by the candidate from one of the vendors on the Division of Elections list.

All options enable the candidate to prepare the Itemized Contributions and Itemized Expenditures and the Campaign Treasurer's Report Summary page.

If you do not have a computer available for report preparation, please make arrangements with our office so we may assist you.

Campaign treasurer's reports shall be filed on a diskette or CD ROM, however, a copy of the Campaign Treasurer's Report which contains both the candidate's and treasurer's signatures must be filed on paper simultaneously.

Please remember that our office is available to assist you. Once you become familiar with the electronic filing software, you will find the input process to be easy and helpful to you in avoiding errors on your reports. As a candidate, please make sure that your treasurer is aware of the electronic filing requirement so that you can both start your campaign with a clear understanding of procedures.

Campaign Treasurer reports must be received by the Miami-Dade Elections Department, 2700 NW 87th Avenue, Doral, Florida 33172, **on or before 5:00 pm on the due date.**

Before you begin the reporting process, please talk to Penny Townsley or Maria Acosta at 305-499-8500 to make sure that all details are clear to you.

- ❖ Please read the entire Candidate Handbook carefully.
- ❖ File the **Electronic Filing Statement** and **Receipt** for Qualifying Handbook within the 5 business days of opening your campaign account.

**Miami-Dade County Policy regarding Campaign Treasurer's Reports
For County Mayor, Board of County Commissioners,
And Community Council**

Authority: Section 106.07 of the Florida Statutes; Sections 12-19 and 12-22 of the Code of Miami-Dade County Code

Pursuant to the Florida Statutes and additional requirements of Miami-Dade County Ordinance, Candidates for the offices of County Mayor, Board of County Commissioners and Community Council are subject to the following policies and procedures.

1. Policy on Electronic Filing

All candidates for the offices of Mayor of Miami-Dade County, Miami-Dade County Board of County Commissioners, and Miami-Dade Community Council shall file their Campaign Treasurer Reports on diskettes or CD-ROMs simultaneously with and in addition to an original signed report as required by Section 106.07 Florida Statutes. Such reports must be received by the Miami-Dade Elections Department, 2700 NW 87th Avenue, Doral, Florida 33172, on or before 5:00 pm on the due date.

2. Electronic Posting of Reports

All reports shall be posted on the Supervisor of Elections Website at: <http://elections.miamidade.gov> within three business days of receipt of the diskettes or CD-ROMs by the Supervisor of Elections, except that reports required to be filed within 4 business days of an election, which shall be posted no later than two days before the date of the election.

3. Policy on Failure to File

If a candidate fails to file a Campaign Treasurer's Report by the due date, the Miami-Dade Elections Department will attempt to notify the candidate telephonically or by e-mail. A letter (Failure to File Notice) advising that the report has not been received and that, pursuant to Florida Statutes, a fine will be assessed for each day that the report is late, may be mailed certified to the mailing address on file on the 6th business day after the due date. A "Second and Final Notice" may be sent on the 21st day after the due date. Failure to comply may result in a report to the Miami Dade Commission on Ethics and/or the Florida Elections Commission and could be determined to be a willful violation.

4. Policy on Late Reports

If a candidate files a Campaign Treasurer's Report after the scheduled due date, a "Notice of Late Filing – Fine Due" letter will be mailed to the candidate within 5 business days of receipt, advising him/her of the amount of the fine due. Pursuant to Section 106.07(8)(c) of the State Statutes, appeals may be filed with the Florida Elections Commission within 20 days after receipt of the notice of payment due. Pursuant to Section 12-19 of Miami-Dade County Code, failure to file the required diskettes or CD-ROMS shall result in additional fines. If no such appeal is filed within 20 days, a "Second and Final Notice" may be sent on the 21st day after the due date. Failure to comply will result in a report to the Miami-Dade Commission on Ethics and/or the Florida Elections Commission for failure to pay fine. Fines must be paid from the candidate's personal funds.

5. Policy on Audits and Filing of Amended Reports

The Miami Dade Elections Department will commence an audit of Campaign Treasurer's Reports within three (3) business days of receipt. The Elections Department checks the following: Summary page for accuracy and signatures, complete names and addresses for each contribution and expenditure, occupation of contributor when required, purpose of expenditure listed and contributions that exceed the lawful amount (\$250 for Miami-Dade local candidates pursuant to the Miami-Dade County Code.)

If a candidate files a Campaign Treasurer's Report that is deemed to be incomplete, the report shall be accepted on a conditional basis. Within three (3) business days after completion of the audit, the campaign treasurer will be sent an "Incomplete Notice" by registered mail notifying the campaign treasurer as to why the report is incomplete and, be given 3 days from receipt of such notice to file an addendum to the report. No other notices will be sent. Failure to file a complete report after such notice constitutes a violation of Section 106.07(8)(d) of Florida Statutes.

6. Policy on Filing Trigger Reports

Any candidate for County Mayor or County Commissioner, regardless of whether or not he or she is participating in the Election Campaign Financing Trust Fund, must file a report with the Supervisor of Elections within 24 hours of receiving contributions or making expenditures that exceed seventy-five percent (75%) of the applicable expenditure ceiling limits. Additionally, a campaign treasurer's report must also be filed with the Supervisor of Elections on the prescribed State of Florida Division of Elections forms and disclose all contributions and expenditures ending with the last 24 hour period.

Thereafter, the candidate is required to file a supplemental trigger report form with the Supervisor of Elections within 24 hours of receiving contributions or making expenditures that exceed 100% of the applicable expenditure ceiling limits. Additionally, a supplemental campaign treasurer's report must be filed with the supplemental trigger report form and disclose all contributions and expenditures ending with the last 24 hour period.

The expenditure ceiling limits are as follows:

a. Initial election for County Mayor:	\$450,000 (75%) \$600,000 (100%)
b. Initial election for County Commissioner:	\$112,500 (75%) \$150,000 (100%)
c. Run-off election for County Mayor:	\$300,000 (75%) \$400,000 (100%)
d. Run-off election for County Commissioner:	\$75,500 (75%) \$100,000 (100%)

Such reports must be filed with the Miami-Dade County Elections Department using the "Trigger Report Form". Additionally, such reports must be filed on diskette or CD-ROM simultaneously with and in addition to an original signed Campaign Treasurer's Report as required by Section 12-17 of the Code of Miami-Dade County. Trigger Reports will be electronically posted on the Elections Department's website.



Campaign Treasurer's Report Filing Requirement Electronic Filing Statement For Miami-Dade County Candidates

I, _____, candidate for the office of _____, have received, read, and understand the Miami-Dade County policy regarding Campaign Treasurer's Reports for Miami-Dade Mayor, County Commission, Community Council and Fire Board candidates.

In order to comply with the requirement I declare that I understand that Campaign Treasurer Reports be filed on diskettes or CD-ROMS simultaneously with and in addition to the original signed report, I further declare that:

- ☐ I will purchase the necessary software.
- ☐ I will use the software provided by the Supervisor of Elections.

Signature of Candidate

Date

Day time Phone #

E-mail address

TRIGGER REPORTING FORM

(Miami-Dade County Code Section 12-22)

(Please use Black Ink or Type)

I, _____ ,
candidate for the office of ☐ **Mayor** ;
☐ **Miami-Dade Commissioner,**
District # _____

Have:

☐ **Received Contributions and/or** ☐ **Made Expenditures:**

☐ Exceeding 75% of the applicable ceilings provided in Section 6 of Miami-Dade County Ordinance 01-39.

☐ Exceeding 100% of the applicable ceilings provided in Section 6 of Miami-Dade County Ordinance 01-39.

Additionally, attached is a supplemental campaign treasurer's report on the prescribed State of Florida Division of Election forms disclosing any and all contributions and expenditures ending with the last 24 hour period. Such reports will be accompanied by a diskette or CD-ROM as required by Miami-Dade Ordinance 00-72.

X

Signature of Candidate

Date

All candidates for Mayor and Board of County Commissioner who have elected to participate or not participate in the Election Campaign Financing Trust Fund must file this form within 24 hours of meeting the applicable trigger reporting requirements.

In addition to any other penalties that may be applicable, any individual who violates this requirement may be subject to a fine up to five thousand dollars (\$5,000) or imprisonment not to exceed three hundred and sixty-four (364) days, or both.